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WILLIAMSBURG IN THE FALL

The Fall 1988 MARAC meeting is scheduled for November 3-5 in Williamsburg, Virginia. Williamsburg is located on the peninsula formed by the York and James Rivers, and served as the eighteenth century capital of colonial Virginia. In the center of town is Colonial Williamsburg which has been restored to its eighteenth century appearance. Colonial Williamsburg is a living history museum and research center encompassing 173 acres and including many original and reconstructed buildings as well as ninety acres of gardens and greens.

The theme of the conference is "A Walk Through History in Williamsburg." A guided tour of the Historic Area followed by dinner at the Kings Arms Tavern will be available on Thursday. Those unable to tour the Historic Area on Thursday will have ample opportunity to visit throughout the weekend. In addition, attendees are encouraged to visit the College of William and Mary, established in 1693. Other local attractions include Jamestown, the seventeenth century capital of Virginia, Yorktown, the scene of Cornwallis's surrender, and the many museum and historical sites in the Richmond and Tidewater areas. Our Friday luncheon speaker is Mark R. Wenger, an architectural historian with the Colonial Williamsburg Foundation, who will take us on a slide tour of the James River plantations.

Our conference hotel is the F. Magruder Inn, in honor of the Confederate general, and fortification located nearby. Ft. Magruder is minutes from the Historic Area.

The program includes a plenary session with speaker Frank Burke, Director of the National Historical Publications and Records Commission. Workshops will be offered on collection development, disaster recovery, reference skills, and the management of photographic collections. The session topics include appraisal, conservation, security, and donor relations, as well as discussions of the management of different media, such as rare books, maps and architectural drawings. We are also planning sessions on the ethical and legal issues of copyright and confidentiality, and will offer forums on certification (an update), employment opportunities, and the

relationship between archivists and other information professionals.

The Colonial Williamsburg Foundation and the College of William and Mary will host Friday evening's reception at the Botetourt Gallery in the Earl Gregg Swem Library. At that time, tours will be given of the College of William and Mary's Special Collections.

Please mark your calendar and join us in Williamsburg in November! Pre-registration materials will be mailed in September. Inquiries or questions regarding the program for the Fall Meeting should be directed to Waverly Winfree at the Virginia Historical Society in Richmond, Virginia, (804) 358-4901. If you have questions concerning local arrangements, please contact Eileen Parris at the Colonial Williamsburg Foundation, Williamsburg, Virginia, or phone (804) 220-7421.

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LETTERS TO THE EDITOR

To the Editor:

Several days ago a picture appeared on the front page of the *New York Times* of four women in white coats and scarves. One of the women was bending over a milking machine while the other three sat watching and taking notes. The woman was being tested for recertification as a milking machines operator on a communal farm in the Soviet Union. Looking at the picture, I was struck by the thought that this is the kind of certification program that works. It works because it tests a specific and determined body of knowledge, because it is required by the state, and because it provides a clear benefit, that is pure milk, to the public.

Workable certification programs exist in the United States as well: the bar exam and driver's license testing are notable examples. These programs work because they too test a specific body of information, state laws; are administered by a governmental authority, the state; and serve a public interest: protection from the loss of life and property. The proposed certification program for archivists meets none of these requirements, and without such a foundation it will not work. In fact, it may be harmful to the profession.

Successful job performance for archivists is not based on knowledge of statutes or defined procedures but on the understanding of an institution's materials and patrons. No multiple choice test can select the person most suitable to an organization's particular needs. Such a test can only level the diversity of archives and archivists and encourage institutions to hire by the lowest common denominator. The plan as proposed neither improves professional stature nor promotes competency.

The SAA might better serve archivists and archives by moving towards strengthening the foundations of the profession. Courses in archival practice and theory

are proliferating in every kind of institution. The SAA might investigate and certify the quality of these programs to insure that students are being taught valid practices and theory. The SAA could advance the development of theory and practice in archives through a more active publication program and by sponsoring seminars, classes, and discussions. The SAA could provide a clearinghouse for information about education and job requirements for archivists and institutions. The SAA could increase the visibility

and prestige of archivists by mounting a public education campaign.

These programs and many others would expand and open archival practice and knowledge. The current plan for certification will tend to stunt development and growth and should be reevaluated. Before we proceed further with a very expensive, demanding, and uncertain certification program, let us examine our goals.

E.M. Trost
New York University

To the Editor:

It is difficult for anyone to speak out against a well-intentioned initiative to advance the archival profession and the standards by which we and the rest of the world may measure our degree of competence as professionals.

No one I know of—least of all the members of the New Jersey Caucus which I represented at the Allentown meeting—would stand in the way of a practical, equitable and timely plan for the certification of individual archivists. No one I know of would consciously obstruct what he or she perceived to be an even-handed plan, designed for the advancement and improvement of archivists at all levels of government, in academia, and throughout the private sector.

But I have to tell you that the certification plan put before us by the Council of the Society of American Archivists is none of these.

Our leaders have adopted a plan that will judge applicants for certification according to their assimilation of what is still a comparatively small body of professional literature, and their participation in training programs whose content and standards are not yet widely accepted across this country. The Council's plan weighs much too heavily the importance of the few areas of measurable knowledge that most archivists have in common, to the exclusion of education and experience that is uniquely suited to the myriad of archival institutions we represent.

I fear that instead of improving professional expertise among archivists, the plan will only narrow and parochialize it. One of the strengths of our profession is that it draws among several sources for its personnel: from library science schools and museum training programs, as well as from traditional academic history. Should our profession impose a narrow and expensive course of preparation on future recruits, we risk the possibility of discouraging otherwise intelligent and talented personnel from seeking employment.

I also fear that the plan will, in effect, create a small, elite upper class of archivists, who by virtue of their certification claim the competence to fill virtually any position in any institution, and who would tower in prestige over a vast lower class of uncertified archivists, for whom certification is simply too expensive or too difficult to attain.

At one of the program sessions at Allentown, Paul Chestnut described the tortuous history of attempts to establish certification for archivists during the past 50 years. In his account of these last few years, he contended

(Continued on next page)

LETTERS TO THE EDITOR

To the Editor:

For someone who observed the developments from early on, the misinformation and paranoia over certification is truly mindboggling. In truth, I'm afraid the SAA failed at the very start by not immediately instructing the archival community on the limited intent and need for certification. The error was compounded because the original plan was itself flawed. Much of the early argument did not even focus on certification—but the rough draft of an admittedly unworkable points system for recertification

(an addition that I urged the CEPD not to include). Certification is simply not that big a deal, but the absence of other viable alternatives does make it important for the future of the field.

What are some of the facts and arguments? First, individual certification was never viewed as a panacea. It was envisioned as a partial remedy to a credentialing vacuum. In particular, large agencies and institutions with centralized personnel departments require some selection criteria for choosing archivists and indeed for

determining that archival positions merit professional status. Can anyone argue against the propriety of the field's trying to establish these measures, or do we leave the choices totally up to outsiders?

Secondly, as some critics have pointed out, certification is inferior to accrediting educational programs. Obviously, certification does not preclude such action at a later date. The real problem, however, is that accreditation is not viable at this time. As the CEPD learned from painful experiences over the last decade, universities have little reason to spend the amount of money and resources necessary to pay for site visits and the like to allow the SAA to say that they have a good or bad program; to illustrate, the costs of preparation and the visit to a Library School for accreditation can easily top \$100,000. Although the initial plan was post employment only, a certification plan that establishes entry level standards with a direct premium for graduates of archival programs that meet its criteria provides the first mechanism to induce university acquiescence to accreditation. Certification can be a back door to accreditation. Is something wrong with such an attempt?

Finally, and most importantly, logical arguments could be posited against certification if the field were in stasis—if, for example, we were not in the midst of an information technology revolution. The fact is that other information sectors are threatening to take over what we thought we owned. The facts are that out of our lethargy the MLS has emerged as the key credential for selecting archivists and that other related fields are currently installing their own certification systems to aide on personnel selection. We are faced with a crisis and to do nothing is to lose ground—any critic must address this simple fact unless the survival of the field is immaterial.

that the response to the recent and current certification plans had been hardly negative. On the contrary, he listed a raft of results of votes taken by several regional conferences and caucuses which were strongly or overwhelmingly in favor of certification, both in concept and in the form adopted by SAA.

He stated, amazingly, that MARAC, in its spring 1986 meeting had voted in favor of certification by a vote of 41 to 33. MARAC did nothing of the kind.

What *did* occur at the Princeton meeting was a regular program session on certification, after which a straw poll was taken of those able to attend: only 74 persons, or 22 percent of a total conference registration of 330. No advance notice was given of a vote or poll being taken, so many who might have otherwise attended, did not. In any case, the result of this poll can in no way be taken to indicate a formal action of support by a professional organization of some 1,000 members. MARAC's membership has not taken a position favoring certification. I submit, that if the facts concerning MARAC support can be presented so grossly out of context, one has to wonder about the support of other regionals and caucuses.

The advocates of certification ask, "Where has the voice of opposition been the past couple of years?" The answer is, it has been here all along. When it has spoken, as it did in the SAA poll of its own members in 1986, it has been ignored. The results of that poll, published in the May 1987 issue of the *SAA Newsletter*, were described by Bill Joyce, then President of SAA, in just one word: "Inconclusive." Hardly a mandate.

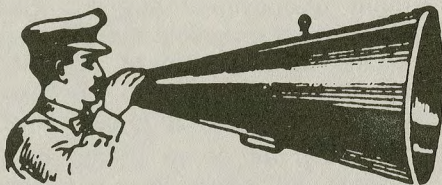
Where is the opposition to this plan? Let the record show that it is in New Jersey, whose caucus has taken the time, and has had the courage to take a stand on the issue. It is in archives and historical records repositories at the regional and local levels throughout MARAC. It is, I believe, the firm position of the overwhelming majority of MARAC members.

Our leaders would take us where we would not go. I ask the members of this conference to join me in sending them a message: that there is an alternative to this plan.

Karl J. Niederer
Chief of Archives
N.J. Division of Archives and Records Management

Frederick J. Stielow
Associate Professor
Catholic University of America

NEWS NOTES



SALARY SURVEY

The Archivists Round Table of Metropolitan New York has issued a report concerning a salary survey of its members conducted by Roger S. Kohn. For further information and copies of the report, please contact Ellen Sowchek, ARTMNY, Pace University Archives, Pace Plaza, Room T1519, New York, NY 10038 or phone (212) 488-1787.

INFORMATION ON AMERICAN IMMIGRANT COLLECTIONS SOUGHT

The Immigration History Research Center is undertaking an intensive project to refine its collection development policy and is seeking help from other archival repositories. An important component of this project involves the identification and analysis of overlapping collecting programs elsewhere. The Center would like to hear from any institution that has collected or is collecting material on American immigrant groups originating in Southern and Eastern Europe and the Near East. If you have and would be willing to share information on related holdings and collecting scope, please contact either Joel Wurl, Curator, or Lynda DeLoach, NHPRC Archival Administration Fellow, Immigration History Research Center, 826 Berry Street, St. Paul, MN 55114, (612) 627-4208.

NAGARA ANNUAL MEETING

The Maryland State Archives in Annapolis will host the 1988 annual meeting of the National Association of Government Archives and Records Administrators from July 19 to July 23, 1988. For further information, please call Stephen Cooper at (301) 974-3867.

Preservation Microfilm Training Initiated

The Northeast Document Conservation Center has begun a new training program on preservation microfilm, supported in part by funds from the Andrew W. Mellon Foundation.

The program involves a five-day internship at NEDCC including formal classroom sessions, opportunities to observe the preservation microfilming process from the beginning to end, and hands-on experience.

In addition the program will include information on: the selection and preparation of materials for microfilming; film selection and format choices; quality control of preservation microfilm; standards for archival quality preservation film; and written contracts with commercial vendors. Participants will also have the opportunity to tour a commercial vendor, an in-house microfilm facility, and the preservation filming laboratory at NEDCC.

For additional information, application procedures, fees, and scheduling for the training programs, contact: Veronica Cunningham, Director of Photoduplication Services, Northeast Document Conservation Center, 24 School Street, Andover, MA 01810; (617) 470-1010.

ACTIVE PUBLICATIONS COMMITTEE

MARAC's Publications Committee is seeking submissions from members. Nancy McGovern has recently been appointed Editor of the Technical Leaflets series and is seeking submissions for future publications. The Technical Leaflets are hands-on manuals for practical use. Nancy would like to publish a new bibliographic aids series which will contain select bibliographies and names of MARAC members to contact about specific topics. Erika Thickman Miller is looking for individuals to compile and edit collections of papers on more general archival themes for the Occasional Publications series. Projects currently underway include Archives and the Constitution, Archival Administration, and Preservation. The editors are looking for publication proposals, contributions, thoughts and suggestions.

Please contact: Technical Leaflets Editor, Nancy McGovern, Machine-Readable Branch, Room 20-E, National Archives, Washington, DC 20408, phone (202) 523-6267. Occasional Publications Editor, Erika Thickman Miller, 1111 Maplecrest Circle Gladwyne, PA 19035, phone (215) 649-1731.

FINDING AIDS AWARD

The Finding Aids Award Committee encourages each MARAC member to submit entries for the 1988 awards for excellence in archival guides and finding aids. Any recent guide or finding aid is eligible. The committee particularly encourages members to enter guides and finding aids that are successful in meeting the institution's needs, that are unusually effective in assisting researchers, or that include useful innovations. Characteristics of a good finding aid are outlined in the pamphlet *Findings on Finding Aids* published by MARAC and enclosed in the Spring *maa*.

MARAC has taken a leading role among archival associations in promoting increased attention and improvements in finding aids. Through the awards process, each of us can play an active role in continuing this leadership and improving our profession.

Two copies of each submission should be sent by December 31, 1988, to Cynthia Pease Miller, Office for the Bicentennial, U.S. House of Representatives, 138 Cannon House Office Building, Washington, D.C. 20515. Awards will be presented at the MARAC Spring 1989 meeting. Further information may be obtained from committee members Cynthia Pease Miller (chair), Greg Bradsher, Lucious Edwards, Tom Frusciano, Diane Windham Shaw, Ann Southwell, and Frank Suran.

NHPRC FELLOWSHIPS IN ARCHIVAL ADMINISTRATION: HOST INSTITUTIONS SOUGHT FOR 1989-90 FELLOWSHIP YEAR

The National Historical Publications and Records Commission (NHPRC) and the Andrew W. Mellon Foundation have announced the fifth year of jointly-funded fellowships in archival administration for the 1989-90 academic year. Archival institutions interested in hosting a fellow are encouraged to submit applications to the Commission.

The primary criterion for institutional selection is the capability of involving the fellow in wide range of archival administrative experiences. The fellowships are intended to provide the fellows with nine to ten months of training through work with experienced archivists in the administration of archival institutions. Host institution application forms as well as sample proposals from previous host institutions are available from the Commission. Telephone inquiries from potential host institutions also are welcome.

Up to three host institutions will be chosen at the October 1988 Commission meeting. In the spring of 1989, the host institutions will select the individual fellows from a pool of applicants. The fellowships will begin between August and October 1989 and last for nine or ten months.

Individual archival fellows should have at least two years' experience in archival work. Although not required, it is recommended that individual applicants also have two semesters of graduate study, with some formal archival education. The fellowships provide a \$21,000 stipend and \$4,200 for fringe benefits.

Host applications must be postmarked no later than September 15, 1988. Please request guidelines and application forms from the NHPRC (NPR), National Archives Building, Washington, D.C. 20408, (202) 523-5386.

MORE NEWS NOTES...

The Special Collections unit of the Clemson University Libraries will be moving into a new building in 1989. The planning committee would be interested in receiving planning reports, post-move assessments, and other documentation relating to the transfer of archival and library materials. Please send information to Michael Kohl, Head of Special Collections, Clemson University Libraries, Clemson, SC 29634-3001.

The Cliff Petersen Collection of U.S. Patent Models representing 10% of all patents issued from 1790 to 1890 is being offered for sale on an individual basis. Also, individual queries regarding any patent model issued to a particular surname will be answered. For further information, please contact Bret Farnum, Director, Cliff Petersen Collection, 2444 Wilshire Boulevard, Suite 400, Santa Monica, CA 90403 or phone (213) 375-2501.

The Lackawanna, Pa., Historical Society announces the theft over a period of several years of documents concerning the Yankee Pennamite War, including manuscripts of Timothy Pickering and Alexander Patterson. The society is preparing an inventory of the missing documents. The society requests that archivists having manuscripts on the above subjects check if any were acquired within the last five years. Call Dorothy Allen at (717) 344-3841.

PEOPLE

Abby A. Shaw has been appointed Marketing Manager of Lindenmeyer Paper Corporation's Archival Division (formerly Process Materials Corporation). She had served as Executive Director of the Conservation Center for Art and Historic Artifacts. **Jeffrey D. Rollison** has been named Director of the Chester County, PA Archives and Records Services. His most recent position was with the Archives of Industrial Society at the University of Pittsburgh. **Sara Stone** is serving as Archivist with the Foundation for Documents of Architecture while on leave from the National Archives. While continuing her consulting work based in New York City, **Linda Edgerly** has joined the Winthrop Group, a management consulting firm. **Kathleen Roe** (New York State Archives) and **Rodney Ross** (NARA) are among eight recipients of University of Michigan, Bentley Historical Library fellowships to support research on problems relating to modern documentation. Roe will investigate the development and testing of a function-based vocabulary to increase access to archival information in automated systems. Ross will study the significance of administrative histories for archivists and researchers. **Michael Di Pietro** has been appointed assistant archivist at the Philadelphia Jewish Archives Center, Balch Institute. He was formerly archivist at St. Peter's Church, Paoli, PA and is archives consultant for the Moss Rehabilitation Hospital. **Frederick Stielow** has been appointed Associate Professor at the School of Library and Information Science at Catholic University of America and charged with building an archival education program. He comes to Catholic University from the University of Maryland. **Roger S. Kohn**, Archivist at Yeshiva University has received a Fulbright Professional Award to consult on archival management for the Knights of Malta in Malta. He will also spend the next academic year at Hebrew University in Jerusalem. **Harry G. Heiss** has been appointed archivist at the Jefferson National Expansion Memorial, the "Gateway Arch" in St. Louis, MO. He was formerly archivist at the National Air and Space Museum, Smithsonian Institution. **Richard Jacobs** has been named Head of the Office of External Affairs at NARA. **Paul Chestnut** has been named Head of the Preparation Section of the Manuscript Division in the Library of Congress. **Connie L. Cartledge** has been appointed an Archivist in the same section. **Lisa Weber** has been appointed program officer with the National Historical Publications and Records Commission. She previously served as program officer with the Society of American Archivists. Two MARAC members have been elected to Society of American Archivists office. **John A. Fleckner**, Smithsonian Institution will serve as Vice President/President elect and **Linda Henry**, NARA will serve as Treasurer. **Barry Rosen** resigned as executive director and president of the New Jersey Historical Society to become director of the Milwaukee Public Museum.

EMPLOYMENT OPPORTUNITIES

RLIN CATALOGUER AND MANUSCRIPTS PROCESSOR

Responsibilities: To prepare and enter descriptions of manuscript collections into RLIN, and to process twentieth-century manuscript collections. Processing will include preparation of detailed finding aids.

Qualifications: B.A. in history or history of science; working experience in an archival or manuscript repository and/or knowledge of library cataloging procedures. This is a two-year position available immediately.

The American Philosophical Society is the oldest learned society in the United States. Its distinguished holdings in the history of science and American culture include over 170,000 volumes and more than five million manuscripts.

Please send resumé, and the names, addresses, and telephone numbers of three references to: Dr. Edward C. Carter II, Librarian, American Philosophical Society Library, 105 South Fifth Street, Philadelphia, PA 19106-3386. Tel.: (215) 627-0706.

ARCHIVIST GS 1420-11/12

The National Archives and Records Administration has an opening for an archivist at the Washington National Records Center located in Suitland, MD.

Duties: appraises records; provides technical assistance to Federal agencies on appraisal, scheduling and files operations; evaluates records schedules.

Starting salary: \$27,716 or \$33,218.

Qualifications: background in American history, political science or related fields plus experience in an archival setting. Graduate education may be substituted for experience. For specific educational and experience requirement, additional information and application forms contact: National Archives and Records Administration, Personnel Services Division. Tel.: (202) 724-1513.

DIRECTOR/ARCHIVIST

Archives & Special Collections on Women in Medicine, The Medical College of Pennsylvania.

The Archives & Special Collections on Women in Medicine is the most comprehensive collection of materials in the U.S. on the history of women in medicine. The Archives serves as the repository for the records of the College and Hospital; the Special Collections on Women in Medicine consists of the collections of women physicians and women's medical organizations worldwide.

Responsibilities: Plans and directs all Archives & Special Collections operations, including administration, grant writing, acquisition, processing, reference, public outreach. Administers an annual budget of about \$150,000. Supervises a staff of three and various grant personnel. Represents the Archives and delivers presentations at national meetings. Administers ongoing programs which include the annual Friends of the Archives membership drive, annual Summer Research Fellowship award, biannual newsletter, various events and the Black Women Physicians project.

Qualifications: Archival experience and 2-3 years (minimum) administrative experience required. Advanced degree preferred in history, women's history, history of science and medicine, or related subject. Requires organizing skills, ability to conceptualize, plan, and initiate new programs, and ability to work well with prospective donors of papers and records as well as with contributors. Demonstrated writing ability.

Benefits: Faculty Appointment, 4 weeks vacation, TIAA/CREF, excellent health plan.

Salary: \$33,000.

Position available August 1, 1988. Send letter and resumé to Etheldra Templeton, Archivist Search Committee, The Medical College of Pennsylvania, 3300 Henry Avenue, Philadelphia, PA 19129.

ASSOCIATE UNIVERSITY ARCHIVIST

Special Collections/Archives
Rutgers University Libraries

Responsibilities: Reporting to the University Archivist/Director of Special Collections, the Associate University Archivist assists in the acquisition of University records and is responsible for organizing, preserving and providing access to the Rutgers University Archives. Administers the records management program, and also the processing and bibliographic control for archives and manuscripts. Assists in public service activities of Special Collections/Archives, the production of exhibits, the preparation of grant proposals and fund raising. Participates in system-wide library activities and the development of library policy and procedures. Supervises support staff and assistants.

Qualifications: Master's degree in an academic discipline and/or M.L.S. from an ALA accredited library school. Three years archival experience with background in archival processing required. Experience with automated records management programs and bibliographic standards, (AMC required). Evidence of scholarly potential as indicated by publications and participation in professional organizations.

Salary: Librarian III appointment. Salary negotiable, with minimum compensation for a 12-month appointment at \$29,974.

Status/Benefits: Faculty status, calendar year appointment, TIAA/CREF pension, life and disability coverage, health insurance, prescription drug, dental and eyeglass plans, tuition remission, 22 days vacation.

Submit resúmes and three sources for current references no later than August 15, 1988 to Sandra Troy (APP. 136), Library Personnel Officer, Rutgers University Libraries, 169 College Ave., New Brunswick, NJ 08903.

STATE AND LOCAL NEWS

MARYLAND SITE OF HISS 'PUMPKIN PAPERS' GAINS HISTORIC STATUS

Interior Secretary Donald P. Hodel rejected the advice of an advisory committee and declared a national historic landmark the Maryland farm where Whittaker Chambers hid the "pumpkin papers" that convicted Alger Hiss.

Hodel, a staunch conservative who like many in the modern conservative movement acknowledges an intellectual and philosophical debt to Chambers, nominated Pipe Creek Farm in Westminster, Md., for landmark status.

Both the Maryland state historic preservation office and a professional review committee, including outside historians, supported the designation but the advisory board of the National Park Service opposed it.

The board cited the service guideline that 50 years should elapse before designation of landmarks to give historians time for an objective assessment.

It was 40 years ago that Chambers, then an editor at Time Magazine, accused Hiss, a former State Department official who had been secretary of the founding conference of the United Nations, of being a fellow member of a Communist spy ring in the late 1930s.

At first, not many people believed Chambers, a rumpled figure with bad teeth who looked seedy in comparison with the patrician, Harvard-educated Hiss, then head of the Carnegie Endowment for International Peace.

Hiss denied the allegation before the House Un-American Activities Committee and sued Chambers for libel. But a young committee

member named Richard Nixon followed up, and for him Chambers retrieved copies of 1937 State Department documents from a hollowed-out pumpkin.

Hiss was indicted for perjury. Prosecutors were able to prove that the documents had been typed on a machine owned by Hiss.

Convicted, Hiss served 44 months in prison. His libel suit was dismissed. He has maintained his innocence ever since, in two volumes of memoirs and elsewhere, and has declined to comment about the landmark discussions.

Chambers died in 1961. President Reagan awarded him a Medal of Freedom posthumously in 1984.



Employment Opportunities (con't from p. 6)

ASSISTANT ARCHIVIST

Salvation Army Archives and Research Center, New York, NY

Archival journey wo/man needed for work in an innovative and exciting New York Religious Archives. We seek an individual who is willing to learn from a new environment and can teach us something from his/her previous experience.

Responsibilities: Appraisal, arrangement and description, and conservation of archives, manuscripts, photographs, books and non-profit archival material. Responding to written, telephone and in-person reference requests. Supervision of students and interns as needed.

Qualifications: Graduate degree in the humanities or librarianship with specialized archival training. Clear and concise verbal and written communication. Ability to work well with co-workers and researchers. Some computer knowledge or experience helpful. Entry level up to one year's experience. Some archival processing or reference experience preferred.

Salary: \$312-442 per week depending upon qualifications and experience. Please send letter of application, resumé and list of three references by August 20 to: Thomas Wilsted, Archivist/Administrator Salvation Army Archives and Research Center, 145 West 15th Street, New York NY 10011.

IMMEDIATE OPENING - SMITHSONIAN INSTITUTION ARCHIVES ASSISTANT ARCHIVIST:

Responsibilities: The incumbent surveys records, processes personal papers and Smithsonian records, transfers and disposes records at the records center, and provides reference service.

Qualifications: four years in an accredited college or university, which has included or been supplemented by eighteen hours in history of the United States or in American political science or government or a combination of these and twelve semester hours in any one or combination of history, American civilization, economics, political science, public administration or government. Candidates must also have one year of professional experience or one full academic year of graduate education in an appropriate subject-matter field. Quality ranking factors are: (1) knowledge of archival principles, methods and techniques; (2) knowledge of automated information management of archives; (3) advanced degree in one of the following fields, history, American political science or government, American civilization, economics, political science, sociology, anthropology, or public administration.

Salary: Grade and salary are IS-7, \$18,726 per year. The position is not Federal Civil Service. For further information and application forms, contact Alan L. Bain, Associate Archivist, Smithsonian Archives, A&I Building, Room 2135, Washington, DC 20560. The Smithsonian Institution is an equal opportunity employer.

NEW YORK

ARCHIVES FIRE

Thousands of documents and photographs about Orthodox Jewry in the 20th century were destroyed May 6, 1988 when a fire swept through the office of the National Orthodox Jewish Archives.

The cause of the fire is not known. Arson is not suspected. About 70 percent of the collection, the largest of its kind in the country, cannot be salvaged, officials of the organization said.

Journals, newspapers, letters and diaries, some smuggled out of death camps in Europe, are in ashes in a charred room. Other documents are singed and brittle. The material was used not only by scholars, but by historians, students and journalists, archives officials said. "It represented the history and thinking of a people, their cultural and educational institutions, a way of life," said Rabbi Moshe Kolodny, archivist for Agudath Israel of America, the Orthodox organization that founded the collection in 1978.

The fire also destroyed rare

photographs of Orthodox life here and in Europe before World War II, as well as material on immigration, Orthodox schools in Europe and legislation that eliminated employment and educational barriers against Orthodox Jews.

Agudath Israel, which has 100,000 members and branches in 30 cities, intends to repair the room and attract more documents.

GRANT TO CONSERVE 1855 CENSUS

The New York State Library has awarded a grant for the conservation of the manuscript volumes of the 1855 State Census for New York County and City. It was made under the New York State Discretionary Conservation/Preservation Program. The New York County Clerk, the Hon. Norman Goodman, announced that the twenty-seven volumes represent the only state census for Manhattan for the nineteenth century and contain much information not found in the Federal Census. Under the grant, Jeffrey M. Rigby, conservation bookbinder, will clean, repair,

deacidify, encapsulate and rebind the leaves in post binders.

For further information, contact New York County Clerk, 60 Centre Street, Room 161, New York, NY 10007 or phone (212) 374-4376.

ACHOR WINS GRANT

Albany County Hall of Records has been awarded a grant from the New York State Constitution Bicentennial Commission to fund a project that will locate historical records in Albany County which shed light on the post-Revolution period.

With the opening of the Ulster County Hall of Records, Ulster county became the seventh county in the State of New York to implement a comprehensive records management program. For further information, please contact Laurie Beecroft, Deputy County Clerk, Box 1800, 16 Lucas Avenue, Kingston, NY 12401 or phone (914) 331-9300.

NEW REPORT WARNS OF IMPENDING LOSS OF NEW YORK'S UNIQUE RESEARCH MATERIALS

"New York's unique research resources are at risk—at risk of not being adequately identified and retained, at risk of deteriorating through poor storage conditions, and at risk of literally wearing out through natural deterioration and use." This warning sums up the conclusions of a new report, "Our Memory at Risk: Preserving New York's Unique Research Resources," issued by the New York Document Conservation Advisory Council. Loss of invaluable research resources is inevitable, the report warns, unless the citizens of New York act now to ensure the preservation of these irreplaceable materials.

"Our Memory at Risk" discusses the importance to society of historical records and unique printed materials.

Despite their future value, the report says, the survival of unique, irreplaceable materials is threatened in several ways. Much is not saved because there are no adequate programs or repositories to identify and collect it. Many repositories lack sufficient staff, space, and other resources to care for the materials they do take custody of. Most serious of all is the continual deterioration of paper-based materials, due primarily

to the high acid content of most paper used for records, books and related materials since the mid-19th century. "The implications are staggering," says one report. "Most of our research materials will eventually disappear; many will disappear within our lifetime."

"Our Memory at Risk" presents recommendations for action by state government, libraries and other repositories, and associations and institutions concerned with the preservation of research materials. The recommendations include improved identification and description of historical records and other research materials; development of standards and guidelines for use of non-acidic paper and for storage and reproduction; state advice and assistance for preservation planning; and development of a statewide disaster preparedness strategy.

For further information, please contact Cheryl Gorn, State Archives and Records Administration, 10A75 Cultural Education Center, Albany, NY 12230 or phone (518) 473-8037.

PENNSYLVANIA**ARCHIVES ACQUIRES SCHOOL DISTRICT RECORDS**

The State Archives has acquired historic records from several school districts. In the case of Carlisle Area and Clearfield Area Districts, the Division borrowed original records as part of its selective microfilming program. The Carlisle records include minutes of the Board of School Directors for the Borough of Carlisle, 1836-1902, and for the Dickinson School district, 1861-1889, as well as an Alumni Register from Carlisle High School compiled between 1907 and 1932 covering the period circa 1848-1932. The Clearfield records include minutes of the Board of the Clearfield Borough School District, 1891-1943; an Alumni Book from Clearfield Senior High School compiled in 1946 and covering the period 1876-1846; Auditors' Reports, 1911-1936; and documents such as a history of the district by J. Frank Snyder and programs from Teachers' Institutes which had been deposited in the cornerstone of the Clearfield Public School Building in 1902.

The Division has also accessioned original records from Eastern Lancaster County School district consisting of seventy-seven volumes of Teacher's Monthly

Reports and School Attendance Registers, 1859-1957, from Caernarvon, Earl and East Township schools. Relating primarily to one-room rural schoolhouses with names such as Cross Roads, Sorrel Horse and Wide Hollow, these records contain information on teachers, students, subjects taught, textbooks and classroom activities.

BERKS COUNTY APPOINTS ARCHIVES COMMISSION

The Berks County Commissioners recently announced the appointment of an Archives Commission to assist in developing a comprehensive county records management program. At this time, the Commission is also expected to provide specific input on space needs and facility standards for a county archives which will be located in a new county services building.

TEMPLE UNIVERSITY ACQUIRES MOVE RECORDS

The Temple University Libraries Urban Archives has acquired the records of the Commission that investigated the confrontation between the City of Philadelphia and the radical "back to nature"

MOVE organization, 1978-86.

For further information, please contact the Urban Archives Temple University Libraries, Philadelphia, PA 19122 or phone (215) 787-8257.

RECORDS MANAGEMENT PROGRAM FOR ERIE COUNTY

Since his appointment as Manager of Information Systems for Erie County, John J. Andrews has been working on plans to establish a records management program for county government. As part of this assignment, he has been reviewing with county officers the current county records retention and disposition schedule issued by the Pennsylvania Historical and Museum Commission and analyzing the appropriateness of several sites which could be utilized as a county records center. Under the direction of Peter J. Russo, Erie County Director of Administration, and with the support of County Executive, Judith M. Lynch, Mr. Andrews has been working closely with staff at the State Archives in reviewing existing local records programs in Pennsylvania and other states.

MARYLAND CONTINUED**ARCHIVES BUILDING FUNDS APPROVED**

The House Appropriations Committee has approved funding for construction of a \$205 million center in College Park to house part of the historical collection of the National Archives and Records Administration.

Construction of the proposed 1.7 million-square-foot building on land owned by the University of Maryland will allow the government to consolidate records now stored in D.C., Alexandria and Suitland.

The U.S. Constitution, the Declaration of Independence and several exhibits would remain in the current National Archives Building on Constitution Avenue NW.

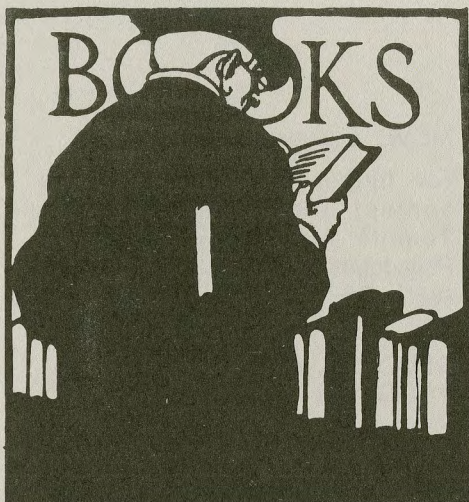
The funding proposal, sponsored by Rep. Steny H. Hoyer (D-Md.), was contained in the Treasury, Postal Service and General Government Appropriations bill, which still must be considered by the full House and Senate.

DELAWARE**STATE AGENCY TO CONVERT TO OPTICAL DISK.**

The Division of Corporations is planning to convert its microfilm-based files to optical disk within the next eighteen months. The State Archives has membership on the Planning and Implementation Committee. Contact Penelope Rainey, Coordinator of Records Services, for further information.

MACHINE READABLE RECORDS APPRAISAL.

The Planning and Data Administration Division of the State Office of Information Systems has agreed to fund a Machine Readable Records Appraisal Planning Project. The project will begin this spring with the visit of Kentucky State Archives representatives to Delaware to discuss their NHPRC-supported project. The meeting will include Delaware information systems, budget, archives, and other agency representatives.



REFERENCE SHELF

GUIDE TO MISSIONARY COLLECTIONS

The Office of History of the Presbyterian Church (USA) (formerly the Presbyterian Historical Society) has published a repository level guide entitled *A Guide To Foreign Missionary Manuscripts In The Presbyterian Historical Society*. Written by staff archivist, Frederick J. Heuser, Jr., the guide provides an overview of the foreign missionary manuscripts and archival collections in the Office of History that have been acquired and processed through January 1, 1988.

The guide is limited to manuscript or archival collections which document foreign missionary work (outside of the continental United States) and included institutional records from the Board of Foreign Missions of the Presbyterian Church of North America and its predecessors, the Cumberland Presbyterian Church, the Calvinistic Methodist Church in the United States and the Commission on Ecumenical Missions and Relations of the United Presbyterian Church in the U.S.A. Also included are personal papers of former Presbyterian missionaries.

The contents of the guide are arranged geographically. Each entry includes inclusive dates, size, series level description where applicable and access number.

Known biographical data for personal papers and administrative histories for institutional records are also included. Those geographic areas reflected in the guide: Africa; Asia; Latin America and the Middle East. Related collections that complement both extant institutional records and personal papers are also included.

The guide includes descriptive essays about the nature of Presbyterian mission work during the nineteenth and twentieth centuries—both generally and in specific geographic areas. Comprising over 100 pages, the guide includes appendices, charts, maps, photographs and an index.

The guide can be ordered from Greenwood Press, Westport, CT at a cost of \$39.95. ISBN: 0-313-26249-7.

JOHN AND MARY'S JOURNAL,

a scholarly publication supported by the Friends of the Dickinson College Library, is now soliciting manuscripts for consideration for publication. The scope of the journal includes history of education, history of science, and American Studies. Articles should be based on research using archival sources or original documents. All articles will be submitted to readers by the journal's editorial board. The deadline for submission for the 1989 volume is January 15, 1989.

For further information or to submit manuscripts, please contact Jan Blodgett, Archivist, Dickinson College, Carlisle, PA 17013.

NHPRC DIRECTORY

The National Historical Publications and Records Commission has published a *Directory of Archives and Manuscript Repositories in the United States*, 2nd Edition, now available from the Oryx Press.

This single-volume resource describes approximately 4,200 collections of manuscripts, photographs, drawings, recordings, and historical documents found in corporate, academic, city, and state archives.

Each annotated entry lists institution name, street address, mailing address, and telephone number; days and hours of operation; user fees; general restrictions to access; availability of user copying facilities; acquisitions policies; volume of total holdings; description, and inclusive dates of holdings; and bibliographic references to other guides and finding aids. Available for \$55 from Oryx Press, 2214 North Central at Encanto, Phoenix, AZ 85004-1483 or phone (800) 457-6799

THE ARCHIVIST HISTORIAN

is the newsletter of the Archives Management program at New York University. Included in the special 19th anniversary edition is an alumni directory. Complimentary copies are available from Michael A. Lutzker, Director, Archives Management Program, History Department, New York University, 19 University Place, New York, NY 10003 or phone (212)598-7923.

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THE QUIET REVOLUTION

The Quiet Revolution: Managing New York's Local Government Records in the Information Age, (Albany, 1987). Single copies available free of charge from the New York State Archives and Records Administration, Local Government Records Bureau, 10A46 Cultural Education Center, Albany, NY 12230.

Preserving archival records is one of the issues addressed in this report to the Governor of New York. The report was produced by the Governor's Local Government Records Council, an advisory body of local officials, archivists, historians, educators, and records managers appointed as a result of legislation passed in 1987.

The Quiet Revolution discusses ten basic issues confronting New York's record keepers. To archivists their recital is a familiar litany which includes the lack of adequate technical assistance and standards, the problems posed by ever-changing information technologies, the failure to systematically identify and preserve archival records, the dearth of cooperative programs among records custodians, and the absence of public support for records retention and preservation efforts. Of more interest to archivists are the council's forty recommendations to meet these challenges.

The Council dissected the ten issues and outlined an ambitious series of specific steps which may be taken to meet each one. The recommendations are a blend of local initiative and state support, legislation and education. Each recommendation clearly states what should be done, who should be responsible for doing it, and when they should start and finish their work. The problems discussed in this report are not unique to local governments—they are difficulties familiar to archivists everywhere. *The Quiet Revolution* demonstrates that concrete steps can be taken to tackle some of our seemingly insurmountable problems. As such, it is highly recommended reading.

David W. Carmicheal
Westchester County Archivist

LABOR'S HERITAGE

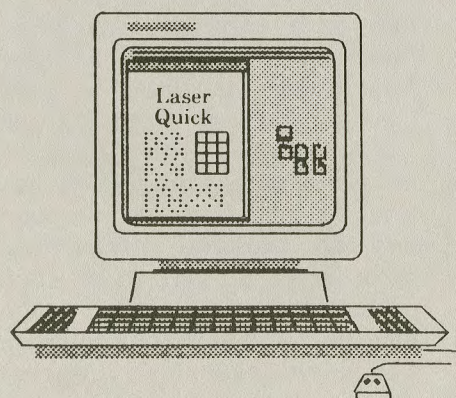
The Meany Archives is planning to publish *Labor's Heritage*, a quarterly journal modeled on the National Archives' *Prologue*. It will focus on labor history, manuscript collections, and exhibits. Articles can be of whatever length is appropriate to the subject. There will also be a news notes section on holdings and accessions of labor records. For further information, please contact Katherine Vogel, Editor, George Meany Memorial Archives, 10000 New Hampshire Avenue, Silver Spring, MD 20903 or phone (301) 434-6404.

MIDWESTERN ARCHIVIST

The Midwestern Archivist, a semi-annual journal published by the Midwest Archives Conference, is concerned with the issues and problems confronting the contemporary archivist. Submissions relating to archival theory and current practice are solicited. Diversity among topics and points of view is encouraged. Ideas and opinions expressed by the contributors are not necessarily those of the Midwest Archives Conference or its Editorial Board.

Material in a wide range of formats—including articles, review essays, proceedings of seminars, and case studies of specific archival projects or functions—will be considered for publication. Guidelines for authors of articles and case studies are available upon request from the editorial board chair.

Manuscripts should be sent to the board chair, Nancy Lankford, Western Historical Manuscript Collection, 23 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201. The editorial board uses the *Chicago Manual of Style* as the standard for style, including footnote format. Decisions on manuscripts will be rendered within ten weeks of submissions. Offers to review books or suggestions of books to review should be sent to the book review editor, Karen Benedict, 2980 Leeds Road, Columbus, OH 43221.



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The Yeshiva University Archives has published two recent finding aids compiled by Roger S. Kohn: *An Inventory to the French Consistorial Collection, 1809-1939* and *An Inventory to the Jamie Lehmann Memorial Collection of Records of the Jewish Community of Cairo, 1886-1961*. For further information, please contact Yeshiva University Archives, 500 West 185th Street, New York, NY 10033.

SOFTWARE NEWS

Edited by Kathleen D. Roe

What's this all about?

Who's doing what, where, with which kind of software, and how well it's working, are some of the elusive questions in archival automation. This column will attempt to provide information on those questions for MARAC members. Sometimes the focus will be on a particular software application, at other times on certain software and the range of application possibilities it offers. If you have an interest in specific kinds of archival applications of software, or are doing some automated application that might be of interest to your colleagues, please contact Kathleen Roe at the New York State Archives.

Patron Registration Systems

The majority of recent archival automation efforts have concentrated on bibliographic systems, inventory systems, and other systems for archival internal management. Attention is only beginning to turn to using computers for recording information of repository users, yet it is the kind of data that is very amenable to automated applications. The patron registration system available at the Pennsylvania State Archives is a useful example for archivists interested in knowing more about researchers for a variety of purposes.

On-site visitors to the State Archives complete a one-page registration form identifying information in a number of categories: name, address, age group, occupation, purpose of research, topic, county of interest, genealogy—surnames, how learned about the State Archives.

Staff at the State archives then enter that information into the Patron Registration System. Reports are generated quarterly on where researchers are from, type of research topic, and researcher age and occupation. These sta-

tistics are then cumulated semi-annually and annually.

Additionally, reports can be produced on demand for any field or combinations of fields staff may choose to define.

This system is very basic, yet it has the potential to be extremely useful for a variety of management purposes. For reference and outreach purposes, staff can clearly identify who the research public really is by summarizing the various characteristics listed above. In Pennsylvania's case, it is predominantly older females with genealogical research interests. Such researcher profiling can assist in planning outreach activities to meet the needs of predominant populations, or to plan for attracting audiences who are deemed important but have not been active users. Pennsylvania uses the database to provide mailing lists to notify patrons of new holdings in their area of interest, or of special activities being conducted by the Archives. As Pennsylvania has noticed it can also provide an indication of the value of certain outreach efforts. Based on a report on how researchers learned about the State Archives, staff determined that printed publications were the most common source of information, while virtually no researchers learned about the holdings due to staff presentations. At times of limited resources and staff, this can provide clear indications of the most efficient, effective means for reaching an institution's research public.

Pennsylvania's patron registration system provides a good initial framework. Archivists interested in developing such systems might also consider programming to include additional information useful in planning and management. The scope of users tracked in a system might be expanded to include telephone and mail re-

quests. While data might not be as detailed as that obtainable from on-site users, these reference requests are often more frequent and time-demanding. Tracking all kinds of reference use will give the most accurate picture of the user public. For organizations such as business archives, university archives, or historical societies in which various staff do research for others or for special projects such as documentary editing, use statistics might also be included in the database.

In addition to tracking the users, patron registration systems might identify the materials used by the individual. This allows accurate information to be compiled on records activity, since some researchers may use one item, while others will use hundreds of boxes. Such statistics also indicate which records receive high use, and therefore may affect description priorities. High use series may merit more regular conservation monitoring, or microfilming. Further such information can be used for security purposes should portions of a collection be found missing, damaged, or disarranged. Finally, information on user research topics may be helpful in determining areas in which to strengthen or expand appraisal and collecting policies.

The Pennsylvania patron registration system was designed to work along with the local bibliographic system, JOBOB. It runs on a mainframe computer, with programming done by their Education Department's EDP bureau. For those institutions with mainframe systems and programming assistance, developing this kind of system is neither computer nor labor intensive. Since most repositories do not have such capacities, however, the system can be replicated on software commonly available. Robert Dructor, Head of Manuscripts,

(Continued on p. 13)

Software News

(Continued from p.12)

has successfully programmed it onto ENABLE. Other database management packages such as dBase III+ can readily be used for this kind of system, since the information to be recorded is relatively limited, and can be coded if necessary. The potential for searching and doing combined searches on various elements is one of the extremely useful, and standard capacities of such packages.

While the Pennsylvania staff do the data entry of patron registration forms themselves, others may consider developing user-friendly screens to allow the patrons to enter the information directly into the computer themselves. Again, most database management software can be programmed to achieve this with relative ease. It is particularly useful in small repositories where staff is not readily available for data entry, and where reference traffic can become so demanding that forms are misplaced, not filled out, or partially completed. Conversely, in some repositories, consideration needs to be given to whether undue concern will be raised among patrons if they have to use the computer themselves or are uneasy about having personally identifying information in a database.

Patron registration systems such as Pennsylvania's have excellent potential for assisting archivists in reference, outreach, description and appraisal. Careful planning should be done in advance to determine what uses can be made of the information accumulated, and what software can most readily manipulate the data. Effective patron registration systems will ultimately benefit both the archives and its users.

Individuals interested in more information about the Pennsylvania patron registration system should contact Robert Dructor at the Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, PA 17108-1026.

This Just In ...

Dear Ms. Paul:

I have received the resolution concerning certification that was approved at the business meeting of Mid Atlantic Regional Archives Conference in April. I will see that SAA Council and officers and members of the Interim Certification Board receive copies. We are sorry that the majority of your members disagreed with Council's decision. If there are particular concerns or questions that I might answer, please let me know.

Sincerely,

Sue E. Holbert, President
Society of American Archivists

State and Local News

New Jersey

The papers of Congressman Peter Rodino are being donated to the Seton Hall University Law Library. Rodino, Chairman of the House Judiciary Committee that voted to impeach former President Richard M. Nixon, and dean of the New Jersey congressional delegation, is retiring this year after 40 years of service in the U. S. House of Representatives.

News Notes

The Interagency Council on Library Resources for Nursing recently received a grant to do a pilot survey of the locations of nursings' historical materials. This is a first step toward future development of a detailed data base of archival sources in the history of nursing. Your help is needed in this important project. If you know of any places where archival or historical materials related to nursing are stored—repositories or attics—please send the information to:

Jacqueline Picciano
380 Essex Avenue
Bloomfield, New Jersey 07003

If there are any questions, please contact by phone, Adele A. Lerner, Archivist of The New York Hospital-Cornell Medical Center at 212-472-5759.

Employment Opportunity

Buffalo Museum of Science, Buffalo, New York

12 months, NHPRC funded project to formally establish museum archives. Full-time, temporary position starting December 1, 1988. Responsibilities: to develop and apply records collection policy and procedures; acquire supplies; accession, appraise, arrange, describe and preserve the museum's institutional records; supervise and train volunteers; prepare finding aids. Qualifications: masters degree in history or library science, with a specialization in archives. Some experience with photographic collections would be useful.

Salary: \$23,000 for 12 months. Standard benefits. Send letter of application and resume by October 10 to: Shaun J. Hardy, Research Library, Buffalo Museum of Science, Humboldt Parkway, Buffalo, NY 14211

MARAC STEERING COMMITTEE

Allentown, PA

28 April 1988

Attending: Denis Sennett, Tom Wilsted, Paul Hensley, Lauren Brown, Adele Lerner, G. David Anderson, Fred Stielow, Eileen Parris, Gregg D. Kimball, Rebecca Ebert, Karen Paul, Kathleen Roe, David W. Carmichael, Lee Stout, Karl Niederer, Martha Slotten, Diana Lachatanere, Ron Becker, Don Harrison, Greg Hunter.

Chairperson's Report: Karen Paul reported on developments since the last Steering Committee meeting and made the following appointments: Custer Committee - David Anderson; Finding Aid Committee - Tom Wilsted; State Representative of West Virginia - Debra Basham.

Vice Chairperson's Report: Martha Slotten reported on the following meeting sites:

Fall 1988 Williamsburg VA, November 3-5
Waverly Winfree - Program Chair
Eileen Parris -
Local Arrangements Chair

Spring 1989 Albany, NY, May 4-6
Roy Tryon - Program Chair
James Corsaro -
Local Arrangements Chair

Fall 1989 Philadelphia, PA, September 23-25
Mark Lloyd - Program Chair
Peter Parker -
Local Arrangements Chair

Secretary's Report: Denis Sennett, S.A., reported that at the present time there are 812 members.

District of Columbia	175
Delaware	12
Maryland	86
New Jersey	51
New York	204
Pennsylvania	150
Virginia	83
West Virginia	11
Other	
(Outside Regions)	40

Denis Sennett then spoke of the decline in membership and asked the state caucuses to see what they can do to improve the situation.

Treasurer's Report: Greg Hunter distributed the financial report and the proposed budget for next year. Martha Slotten moved and David Carmichael seconded that the financial report and budget be accepted. The motion passed.

Fee Schedule: The Program Committee submitted a proposal for a new structured fee schedule. Lee Stout moved and Denis Sennett, S.A., seconded, that this be accepted. The motion passed.

Publications Committee: reported that Richard Steele has resigned as Advertising Editor. He has been replaced by Bruce Abrams. Kathleen Roe has been appointed Software Editor for the Newsletter. Nancy McGovern was named the Editor of the Technical Leaflet Series. Erika Miller and Connie Potter were named Editor and Associate Editor of the Occasional Publications. Cynthia Swank was added to the staff of the *Mid Atlantic Archivist*. She will edit summaries of the program sessions. Denis Sennett S.A., has resigned as Publications Secretary but will stay on until a replacement is found.

The following is the publications schedule for the future.

Apr. 1988	Finding Aids Award Brochure - published
Oct. 1988	Archives/Construction - Technical Leaflet
Mar. 1989	Archives/Administration - Technical Leaflet
Apr. 1989	Technical Leaflet
Oct. 1989	Occasional Publication
Oct. 1989	Technical Leaflet
Apr. 1990	Anniversary Volume
Oct. 1990	Automation
Oct. 1990	Occasional Publication

Fred Stielow moved and Rebecca Ebert seconded to approve in principle the schedule of publications. The motion passed.

The Membership Directory will be published in the Summer of 1988.

Finding Aids Brochure: The new Finding Aids Brochure was distributed to the members of the Steering Committee. Discussion followed concerning its distribution. Lee Stout moved and Rebecca Ebert seconded that this be distributed free of charge in whatever quantities may be requested and only postage be charged. The motion passed.

MARAC STEERING COMMITTEE (continued)

Data Base: Discussion has been going on between the Membership and Publications Committees as to how to improve mailings and information, which is now stored with Action Mail. Several suggestions have been aired over the past months by members of both committees. A motion was made by Don Harrison and seconded by Lee Stout that a task force be set up to study this situation and make recommendations. The Chair, Karen Paul, appointed the following people to be members of this Task Force for the Data Bank Information: Denis Sennett, S.A., Don Harrison, Adele Lerner, Ron Becker, Lee Stout, Fred Stielow, and Karen Paul.

Membership Committee: Adele Lerner reported on the recent meeting of the committee. Discussion was held regarding a new brochure and renewal form. The Steering Committee asked that this brochure be presented to them for approval before going to the Publications Committee.

Adele Lerner announced the "New Members Coffee" would be held Friday morning and asked that Steering Committee members attend.

MARAC Manual - State Representative Duties: Because of the time element, discussion was postponed until the next Steering Committee meeting on the proposed "State Representative Duties".

Logo: Martha Slotten moved and Karl Niederer seconded that the new design be accepted. The motion passed.

Certificate: Since a new logo has been accepted, it was decided that a new certificate should be designed. It was also moved and passed that a new policy should be established in which a certificate could be awarded to members for outstanding work. Lee Stout and Fred Stielow volunteered to take on this responsibility.

New Jersey Resolution: Certification: Karl Niederer presented the Steering Committee with a proposal passed by the New Jersey Caucus, asking that the MARAC Steering Committee support the New Jersey resolution opposing the SAA Certification Project. After much discussion, it was moved by Karl Niederer and seconded by Lee Stout that the Steering Committee support this resolution. The motion was defeated by the following vote: 2 in favor, 6 opposed and 3 abstentions.

Nominating Committee: Ervin L. Jordan Jr., reported on the election.

As chair of the Nominating Committee I would like to express my gratitude for the energetic efforts made on MARAC's behalf by the Committee members: Rebecca Ebert, Karen Jefferson, Lee Stout, and Christine Ward.

Three hundred thirty-eight (338) ballots were received before the February 24 deadline. We are pleased to announce the names of those candidates elected to the various offices with terms beginning at the conclusion of the Spring Meeting:

Secretary	Br. Denis Sennett Friars of the Atonement Archives
Treasurer	Gregory Hunter ITT Corporation

STATE REPRESENTATIVES

Delaware	Max Yela University of Delaware Library
Dist. of Columbia	G. David Anderson University Archivist George Washington University
Maryland	Lauren Brown University of Maryland
New Jersey	Maxine Lurie Rutgers University Libraries
New York	David W. Carmichael New York State Education Department
Pennsylvania	Charlotte B. Brown Franklin & Marshall College Lancaster, Pennsylvania
Virginia	Greg Kimball Valentine Museum Richmond, Virginia
West Virginia	Richard Fauss Archives and History Division

Arline Custer Committee

Richard J. Cox New York State Archives	James Corsaro New York State Library
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Christina Bolgiano
James Madison University

Nominating Committee

Richard Lindemann University of Virginia	David Ment Columbia University
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Christopher Densmore
State University of New York at Buffalo

A Task Force will be named by Karen Paul, which will be headed by Erving Jordan and members of the new Nominating Committee to discuss recommendations of the Nominating Committee.

MARAC BUSINESS MEETING

Allentown, PA
30 April 1988

Chair: Karen Paul reported on the Steering Committee's decisions and resolutions.

Finding Aids Award; Terry A. McNealy, Chair, announced the winners of the Finding Aid Award.

Guide to the Records of the Court of Common Pleas, Chester County, Pennsylvania, 1681-1900, compiled by Lynn Ann Catanese, and published by the Chester County Historical Society.

New Jersey Historical Manuscripts: A Guide to Collections in the State, compiled by Mary R. Murrin, and published by the New Jersey Historical Commission.

Cynthia Miller will chair the committee next year.

Certification: Karl Niederer presented the following motion to the General Membership for discussion and vote.

WHEREAS, the certification of individual archivists depends upon the existence of a standardized educational program of preparation and training and a nationally accepted body of testable technical knowledge ranging from the general principles of management and administration to highly specific archival processes and functions, and

WHEREAS, most professions employing individual certification have a standardized, common educational experience upon which to base certification examinations, and

WHEREAS, no such common educational experience exists for American archivists, many of whom have received little or no formal training in archival administration, and have since been employed in vastly different kinds of repositories and

WHEREAS, the results of the Society of American Archivists' own membership poll on the issue of certification were characterized by the President of SAA as "inconclusive," the Council and Officers of SAA nevertheless in January 1987 voted in favor of establishing a certification program for individual archivists, and created an Interim Board of Certification which has undertaken to plan and budget for the implementation of said program, and

WHEREAS, several regional archival organizations in the United States have found the said certification plan to be both untimely and flawed in its design and proposed execution, and have called upon the Council of the Society of American Archivists to reconsider its position on individual certification, and to pursue instead such alternative means for promoting the development of professional standards as accreditation of archival institutions and university-level course in archival administration,

NOW, THEREFORE, we, the members of the Mid-Atlantic Regional Archives Conference assembled at the spring 1988 semi-annual business meeting in Allentown, Pennsylvania, do hereby resolve to:

A: Oppose the said plan for the certification of individuals,

B: Ask the Council and Officers of the Society of American Archivists to rescind their action of January 1987 in favor of individual certification, and

C: Ask the said Council and Officers instead to study the accreditation of archival institutions and university-level course in archival administration as first steps towards devising professional standards.

The resolution was passed (90 in favor, 55 against, 12 abstentions).

Louisiana Resolution: Fred Stielow made the following motion, which was seconded and passed by the General Membership.

"The Mid-Atlantic Regional Archives Conference strongly urges a reconsideration of the reported plans of the Secretary of State of Louisiana to occupy space in the new Louisiana State Archives Building, for non-archival or record management purposes."

Resolution: Steve Novak:

WHEREAS, Allentown, Bethlehem and Easton have provided a stimulating meeting and many sites for documenting culture in a technological age, and

WHEREAS, the Program Committee has creatively exploited the multi-cultural resources of the Lehigh Valley as well as the talents of many archivists, and

WHEREAS, the highest "muckety-mucks" in the two archival domains of Pennsylvania and the United States enlightened us from news of Christopher Columbus in Boalsburg to the building of Archives II, and

WHEREAS, we have been appraised, described, preserved, but not certified, therefore

BE IT RESOLVED that the MARAC membership heartily thanks Bob Coley and his Program Committee for a provocative and excellent program.

Next Meeting: Williamsburg, VA 5 November 1988

Respectively submitted,
Denis Sennett S.A.
Secretary/MARAC

**MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1987/88 FISCAL YEAR
FOURTH QUARTER - MARCH 1 - MAY 31, 1988**

Item	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Budget %
Income							
Membership Dues	9,000.00	818.00	6,260.00	1,467.50	472.00	9,017.50	100.19
Publication Sales	250.00	29.50	2.50	9.00	35.00	76.00	30.40
T-Shirt Sales	25.00	0.00	0.00	0.00	0.00	0.00	0.00
MAA Advertising	500.00	100.00	150.00	0.00	0.00	250.00	50.00
Bank Interest & Credits	800.00	103.36	139.29	762.16	169.89	1,174.70	146.84
Conferences	5,000.00	5,334.87	0.00	1,335.24	0.00	6,670.11	133.40
Donations	0.00	0.00	0.00	10.00	0.00	10.00	ERR
Sale of Mailing List	0.00	40.00	0.00	0.00	0.00	40.00	ERR
	<u>15,575.00</u>	<u>6,425.73</u>	<u>6,551.79</u>	<u>3,583.90</u>	<u>676.89</u>	<u>17,238.31</u>	<u>110.68</u>
Expenses							
Admin. & General	850.00	74.14	0.00	180.83	378.55	633.52	74.53
Membership	1,710.00	206.80	492.67	279.91	262.60	1,241.98	72.63
Committees	2,850.00	828.40	0.00	1,416.34	393.32	2,638.06	92.56
Conferences	1,000.00	0.00	633.27	515.90	43.05	1,192.22	119.22
Publications	9,000.00	2,042.60	1,445.38	2,089.91	2,297.62	7,875.51	87.51
Awards	200.00	0.00	100.00	0.00	0.00	100.00	50.00
	<u>15,610.00</u>	<u>3,151.94</u>	<u>2,671.32</u>	<u>4,482.89</u>	<u>3,375.14</u>	<u>13,681.29</u>	<u>87.64</u>
		Fund		Opening	Credits	Debits	Closing
Summary							
Opening Balance	23,581.41						
Income	676.89		Current	6,255.27	676.89	3,932.16	3,000.00
Expenses	3,375.14		Endowed	3,000.00	0.00	0.00	3,000.00
			Reserve	14,326.14	557.02	0.00	14,883.16
Closing Balance	<u>20,883.16</u>		Surplus	0.00	0.00	0.00	0.00
				<u>23,581.41</u>	<u>1,233.91</u>	<u>3,932.16</u>	<u>20,883.16</u>
Checking	642.94						
Money Market	9,859.24						
Certif. of Deposit	10,380.98						
	<u>20,883.16</u>						

NOTE: At the end of the fiscal year, I left \$3,000 in the Current Fund as a "loan" to next year. The rest of the Current Fund Closing Balance (557.02) was transferred to the Reserve Fund.

Resolution: Mimi Bowling

WHEREAS, we're meeting here in Allentown, in a Pennsylvania we're glad we found; (And if you didn't get that reference to Bill Joel, Never mind—it's only rock and roll)

WHEREAS, we've all been given the chance to feast in Tours from Allentown to Bethlehem to Easton, and

WHEREAS, the taste of archives and sugar cakes Moravian may leave us with an all-too-permanent craving; and

WHEREAS, even the fluted plastic wine glasses were nominated for inclusion, in this meandering but nevertheless heartfelt resolution; and

WHEREAS, the hospitality shown us might cause us to dally in any one of the many corners of the Lehigh Valley, and

WHEREAS one of the most laudable successes is the speed and efficiency with which we all got breakfast;

NOW THEREFORE, let us all give a loud hurrah, for the Local Arrangements Committee and the inimitable Diana Windham Shaw.

SESSION ABSTRACTS

Allentown, PA
28 - 30 April 1988

Abstracts from the following sessions will be printed in the Fall issue of *maa*: Guarding Against the Ultimate Threat to Preservation: Theft, Susan Swartzburg; Conservation of Archival Materials, Susan Swartzburg; Preserving the Pennsylvania-German Religious Heritage, John Peterson; Knowing Your Researchers, Nancy Fortna; Outreach Programs in Academic Repositories, Cynthia Swank; The Oral History Interview, Claudette John.

Abstracts for the following sessions also are available from Cynthia Swank (215/849-6187): Description: An Integrated System, William H. Davis; Limiting Access: An Ethical Dilemma, Dorothy Cieslicki; Technology Applications in Archives, William H. Davis; Certification for Archivists: Where We Stand, Cynthia Swank.

NEW DESCRIPTIVE FORMATS

Reported by William H. Davis

Frank G. Burke, NARA, opened the session by reviewing the history of automated descriptive practices. He concluded by introducing the two speakers as representatives of institutions that are now experimenting with systems that utilize the latest in automated description technology.

Sharon Gibbs Thibodeau, NARA, reviewed descriptive formats at NARA since 1934. Although NARA began with a card catalog format, for most of NARA's history it has produced the preliminary inventory which utilizes a narrative format. NARA is now considering the advantages of compartmentalizing this information into data elements or fields. It is seen as a way to enhance information retrieval without losing essential links between records and their provenance. Although this method utilizes the latest technology, Thibodeau noted it echoes back to the card catalog description.

Kathleen Roe, New York State Archives and Records Administration, argued that new descriptive formats are not really new but rather new syntheses of previous practices. She emphasized that institutions face similar problems regarding description. Description in a compartmentalized format, i.e. the MARC format, enables the archivist to develop a system at the beginning of the life cycle of the records. Despite the advantages of a compartmentalized approach to description, description remains an intellectual practice.

THE ARCHIVAL HEDGE: RECORDS MANAGEMENT AND MICROGRAPHICS

Reported by Leslie Simon

Gregory Hunter, Manager of Corporate Records and Micrographics for ITT Corporation World Headquarters, conducted an all-day pre-conference workshop to introduce archivists to records management and micrographics and to illustrate how these elements can enhance an archival program.

Hunter discussed records and their life cycle, and the objectives and components of a records management program, i.e. records scheduling, low cost inactive storage, reformatting, filing systems. He emphasized elements common to both archives and records management, and indicated that in the ideal system, the archives would be part of a "seamless garment", receiving records identified in the records schedule as permanent on a regular and timely basis. Hunter described the retention schedule as the backbone of a successful records management program, and identified the different values of records, i.e. administrative, legal, historical, and the steps needed in establishing the schedule. He noted that good communications and negotiation skills were essential, and that management must support the program.

Hunter covered micrographics in the afternoon session. He identified different types of microforms, cameras, film and sizes, and noted the advantages and disadvantages of each. He outlined standards for archival-quality film and its processing. Hunter then discussed designing a micrographics program: what questions to ask in order to decide what to microfilm, when, how, and by whom. He also noted the requisites for a legally sufficient records management and micrographics program. Handouts outlined both aspects of the workshop, and included bibliographies.

USING PRIMARY SOURCE MATERIALS IN THE CLASSROOM

Reported by Stanley Arnold

Dr. James Turk of the Balch Institute for Ethnic Studies concentrated on his institutions's efforts to incorporate primary source documents in its education program. He described the Balch's workshops for teachers, and the use of newspaper supplements to prepare teachers and students for their museum visit.

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SESSION ABSTRACTS

(Continued from p. 18)

Shawn Aubitz of the National Archives and Records Administration, Philadelphia Branch, utilized slides to illustrate how his institution taught immigration history. He showed how Chinese immigration case files, insurance maps, and photographs all were used in developing a teaching activity.

Dr. Cynthia Little of the Historical Society of Pennsylvania noted the diversity of programs and publications sponsored by the Historical Society, including Teen History Partnership, Summer History Camp, History Booth, and radio briefs on history. She stressed the need to select documents that prompt students to ask questions. A lively and spirited discussion followed the presentations.

COUNTY ARCHIVAL PROGRAMS IN PENNSYLVANIA

Reported by Nancy L.P. Fortna

Speakers discussed the creation and growth of two of the county government archives and records management programs in Pennsylvania. Laurie Rofini of the Chester County Archives and Records Service gave the audience the background on the birth and development of the archives, and the unique relationship between the county and historical society. She also discussed the benefits and problems there, especially occupying rented space. Other issues included relying upon grants for funding, documenting records transfers, on-going training of staff, using volunteers and interns, and consulting the Pennsylvania State Archives for assistance.

Lois Wallauer, Deputy Court Administrator for Schuylkill County, discussed the process of obtaining a new building for the archives. She suggested institutions that might provide assistance if one is contemplating the construction of a county archives. The additional problems of securing qualified personnel to work in the archives sparked audience interest.

MICROCOMPUTER SOFTWARE IN SMALLER ARCHIVES

Reported by Eleanor Barr

Michelle Cotton of the Corning Glass Works Corporate Archives uses MARCON PLUS by AIRS, Inc. She recommends the program for smaller databases, finding it easy to use for most functions. She provided information on technical requirements and explained the data entry system. AIRS has provided prompt and courteous support. Cotton, however, reported that the database at Corning has grown so large that MARCON PLUS is no longer adequate for their needs.

John Aubry of The College Board reported on his experience with MicroMARC:amc, developed at Michigan State University. This system fully utilizes the USMARC AMC format. Using the I/O module, it can transfer records to or from other systems using MARC formats. Aubry has entered more than 800 records into the database. He is very satisfied with the program and expects soon-to-be-released enhancements to increase its flexibility. He thinks the effort to create records in MARC format is justified and recommends MicroMARC:amc for this reason.

Judith Johnson of the Salvation Army Archives indicated that INMAGIC was the only system that met all their requirements. It is a textbase management system available for mini and microcomputers. There are no limits on field length or number of records. Defining the database can be changed and records altered, updated, or reformatted. The manual is easy to understand and the telephone help-line very good. INMAGIC has enabled them to meet users' needs more quickly. Following the session, she demonstrated the system in the exhibit area.

There were many questions after the presentation. Given the number of people trying to pick up the limited number of brochures provided by the speakers, it is clear that this topic is of great interest to MARAC members.

DOCUMENTING ETHNIC COMMUNITIES

Reported by R. Joseph Anderson

The session focused on the specifics of documenting ethnic communities and described effective strategies and programs. Nannette Clark, director of collections at the Afro-American Historical and Cultural Museum in Philadelphia, described the five steps the museum has followed in documenting and interpreting the regional African American community: 1) working with the community to identify information sources and record holders; 2) bringing the community and scholars together in public forums; 3) combining both traditional sources and the new sources acquired through community interaction to interpret the history; 4) publishing exhibition catalogs or books; and 5) creating exhibitions and public programs.

Lily Schwartz, archivist of the Philadelphia Jewish Archives Center at the Balch Institute, emphasized the importance of maintaining a network of personal contacts among record holders. Schwartz also described a variety of public outreach programs that the Center has developed in order to expand its network of contacts.

(Continued on p. 20)

SESSION ABSTRACTS

(Continued from p. 19)

George Tselos, co-director of the Greek-American Historical Documents Project, indicated that instead of establishing its own archives, the project is working to raise the consciousness in the Greek-American community about the need to preserve its documentary heritage, and tries to match record holders with existing repositories.

RESEARCHERS' PERSPECTIVES ON THE RECORDS OF SCIENCE AND TECHNOLOGY

Reported by Cynthia Swank

John Smith and Gail Cooper, both of whom teach in the new PhD program in the history of technology at Lehigh, described their research. Smith, with authorization from the president of DuPont, gained access to internal company documents. Each research division maintains its own file room. Fortunately, the supervisors of these operations often were older women with advanced degrees in chemistry who understood and appreciated the value of the information, and had retained records that might ordinarily have been thrown out according to a formal retention schedule. Smith thought the formal reports and lab notebooks, prepared after the event, had limited value. Internal personal letters among colleagues were the most valuable. He warned that one must understand the corporate culture and reread letters to begin to understand the process and environment.

Cooper wrote her dissertation on the development of air conditioning. She used printed materials to determine the knowledge an engineer would have available when designing technical systems. She found parts catalogs and old textbooks very helpful. She also tried to locate corporate commercial literature which often provided information that had not yet appeared in textbooks. She had little success finding designs, estimates, and individuals' notebooks.

Bruce Sinclair of the University of Toronto and incoming president of the Society for the History of Technology, indicated that technology is often confused with science and invention. His research has taken him to the records of the professional societies that reflect engineering life. Some of the difficulties he encountered are that major societies represent only 25% of the total number of engineers in the U.S.; the societies do not survey their membership on a regular basis; and none of the societies have a comprehensive records management or archival management program.

Other concerns arose during the discussion period. Corporations' fears regarding product liability and patent suits are encouraging them, simply for economic reasons, to develop limited retention periods for records. The fate of the Patent Office records and the question of who is qualified and willing to appraise them was left unanswered.

GUARDING AGAINST THE ULTIMATE THREAT TO PRESERVATION: THEFT

Reported by Susan G. Swartzburg

Karen A. Stuart, Maryland Historical Society, indicated that the Society staff thought they were secure—reading rooms were attended; only note-taking materials were allowed; users had access to only one box at a time; reproductions were substituted for valuable materials. But in 1986 the Society learned from a dealer that it had been victimized. It issued a press release making clear that the staff was not involved. The reading room closed while staff identified what had been stolen and checked readers' call slips. The Baltimore police took the case seriously; although the items had crossed state lines, the FBI did not enter the case, the value of the items being less than \$150,000.

The thief, Eric Francis Davis, was arrested. He confessed and surrendered the manuscripts that were still in his possession, about half the number stolen. He was well known to the staff. They had sensed something wrong with him but had not caught him taking anything. Davis pleaded guilty; he was permitted to continue a drug rehabilitation program and finish his academic degree before sentencing. Ultimately, he received a three year suspended sentence and was fined court costs and cost of restitution of the missing items at their appraised value. Davis' collection was offered to the Society in partial payment; the Society refused. William B. Keller, Special Collections Librarian at George Washington University, is a member of the Security Committee of the Rare Books and Manuscripts Section of the American Library Association. He reviewed the Committee's Guidelines on Thefts in Libraries and Guidelines for the Security of Rare Books, and discussed preventive measures and the model legislation that the Committee has drafted.

Mary B. Bowling, Archivist, Edison National Historic Site, concluded the session with the "tangled tale" of the theft of over \$300,000 worth of Edison items and artifacts by Philip Burns Peterson. She emphasized the lessons of the session: watch researchers and keep good records. The theft of library and archival materials should be made a felony with prison sentences and substantial fines.

SESSION ABSTRACTS

CONSERVATION OF ARCHIVAL MATERIALS

Reported by Susan G. Swartzburg

Anne B. Kenney, Conservation Department, Cornell University Library, noted that the distinction between library and archival materials has become blurred. She emphasized the need for preservation planning—maintaining the proper environment, following good housekeeping procedures, determining priorities, and treating collections rather than individual items. The administrator and conservator must work together.

C. Lee Jones, Director of the Mid-Atlantic Preservation Service (MAPS), a non-profit center for microfilming library and archival materials, funded by the Exxon Corporation, described the operation. He explained that planning and preparation are the costliest parts of a preservation microfilming program. He reviewed the standards and specifications for preservation microfilming, and concluded with an overview of the problems presented by the variety of media found in archival collections, and how they are resolved when microfilming.

Robert Strauss, Director of the Conservation Center for Art and Historic Artifacts, Philadelphia, addressed the problem of preservation from the conservator's perspective. He showed the scope of treatments that conservators can undertake and also observed that conservators now understand the need to treat archival collections as collections, not as individual items. He described the Center's Field Service which assists institutions in preservation planning and identification of materials that need treatment by a conservator.

KNOW YOUR RESEARCHERS: THE PENNSYLVANIA STATE ARCHIVES

Reported by Nancy L.P. Fortna

Two speakers from the Pennsylvania Historical and Museum Commission's Division of Archives and Manuscripts (PA State Archives) explained how the Archives gets to know its researchers and their needs. Robert Ductor used slides to illustrate how the on-line patron registration system was established and how information is entered from the registration form that is completed when a researcher first visits and the user form that the researcher completes before leaving the Archives.

Jonathan Stayer discussed the types of information obtained from the two forms, and its usefulness for the Archives' reports. He indicated it has aided the Archives in improving its services, and meeting the needs of its researchers.

PRESERVING THE PENNSYLVANIA- GERMAN RELIGIOUS HERITAGE

Reported by John E. Peterson

The Rev. Vernon H. Nelson of the Moravian Archives, Bethlehem, reported that Moravian records in America date from 1732. Recognizing that a major obstacle limiting the use of many 18th and 19th century records is the need to decipher German gothic script, the Moravian Archives has been holding an annual seminar for 17 years to teach users how to read this material. He then argued that religious archives are excellent sources for many topics relating to a society, including education, world view, life and death, communication, prejudice, business, and women.

Dr. Peter Erb, faculty member at Wilfrid Laurier University, Waterloo, Ontario, also serves as Associate Director of the Schwenkfelder Library in Pennsburg. He reviewed the history of the library noting that the Schwenkfelders, who arrived in Pennsylvania in the 1730's, decided in 1884 to compile and publish a critical edition of the works of their founder, Casper Schwenkfeld von Ossig. The process of collecting primary resources in Europe took several decades. A Carnegie library and now a new building house the collection. It is a resource center for the study of Silesian religious history and the Radical Reformation; and Pennsylvania-German cultural, educational, and religious activities. John Peterson, Curator of the Lutheran Archives Center, Lutheran Seminary, Philadelphia, noted that the center is both the oldest and newest archives in the Evangelical Lutheran Church in America. It holds the records of American Lutheranism's first synod, the Ministerium of Pennsylvania, dating from 1748 and since the 1880's has solicited the records of living and defunct congregations, and the personal papers of key Lutherans; however it was only incorporated as a regional archives center serving the Northeastern U.S. in 1979. This regional pattern is being duplicated around the country; eventually there will be nine centers in the network.

SESSION ABSTRACTS

OUT OF THE ARCHIVES AND INTO THE CLASSROOM: OUTREACH PROGRAMS IN ACADEMIC REPOSITORIES

Reported by Cynthia Swank

Ellen Gartrell, Duke University, described the Manuscripts Department's efforts to reach Duke's 5400 undergraduates, and offered many suggestions. Handouts are effective -- the repository might design sample assignments or create an outreach brochure fitting the style of the university. At Duke, the department uses the main lobby exhibit cases in August when freshman tours occur. It also lends encapsulated items to the bibliographic instruction librarians for their introductory sessions for students. New faculty often is open to the department's overtures. Lend props for plays; write articles for the student paper; develop and co-teach a course; speak to faculty at their formal professional meetings. Encourage class visits to explain procedures. Get involved in the pre-selection and pre-assignment of topics. Make sure you get feedback from faculty and students; read their papers; keep statistics; and perhaps delete collections that don't work. Gartrell provided a bibliography and other handouts to illustrate and support her points.

Lee Stout, Pennsylvania State University, noted that by tradition college and university archives have served the administrative staff, faculty and graduate students. At Penn State 60-70% of the 4000 annual users are undergraduates. The archives teaches undergraduates how to use primary source materials, gives them the first taste of doing such research, and promotes the value of historical information to the non-historian. Traditional outreach approaches include exhibits, especially ones highlighting students and their concerns; tours; and publications. Less traditional approaches he has tried include becoming a source for the student paper by writing a column or articles, lending photos, being willing to be quoted, and meeting with the student board of the paper. Stout gives presentations to student groups in a non-classroom setting; a slide show of student life is very popular with fraternities and alumni groups. He too encourages faculty assignments that utilize the university's records.

Less conventional efforts include getting archival materials into the library's catalog, and providing bibliographic access to secondary literature about the university. The archives since the 1950's has abstracted articles appearing in student and town papers, and alumni magazines. Indexing allows for multiple access points.

Charlotte Brown, Franklin & Marshall College, chair of the session, emphasized the need for good relations with the librarians. One should review old finding aids to see if access for non-traditional subjects exists. She suggested videotaping official events and student activities, and taping student radio programs. A perennial question for academic repositories are the hours and days they are open and to what extent they should accommodate student desires.

THE ORAL HISTORY INTERVIEW: EXAMPLES FROM MEDICINE AND INDUSTRY

Reported by N. Claudette John

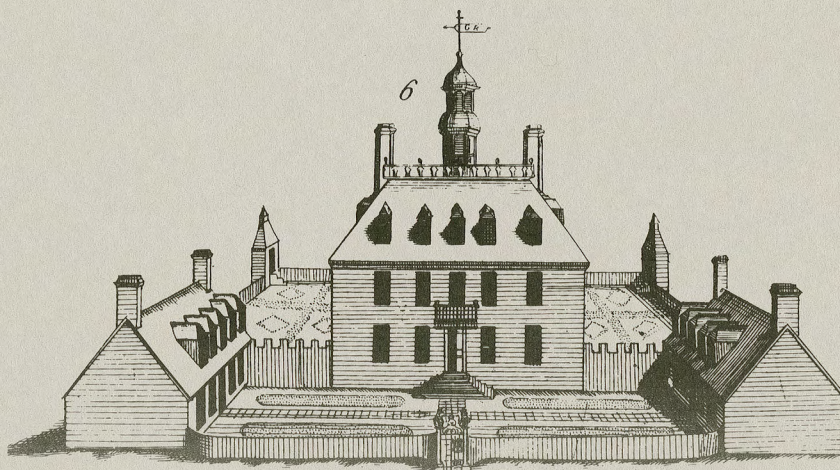
Sandra Chaff of the Medical College of Pennsylvania (MCP) discussed the Oral History Project on Women in Medicine. She noted the importance of good organization, carefully structured forms, and extensive interview preparation, i.e. content research as well as technical and logistic preparation. Chaff concluded the presentation with a slide-tape show that described the project and used excerpts from the tapes.

Frank McKelvey, Hagley Museum, described the oral history program he is conducting among the children of black powder workers. He described training volunteers, many of whom are drawn from the interpreter staff. McKelvey also stressed the importance of thorough preparation for each interview and familiarity with the equipment. He listed seven ways the Hagley staff uses the interviews along with documents and artifacts to reveal the history of life and industry along the Brandywine.

Peter Gottlieb, Pennsylvania State University, moderated a lively discussion, including researcher use of oral histories, that continued into the corridor when the next panel claimed the room.

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Governor's Palace, detail from the Bodleian Plate

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